ASSIGNMENT 3

Textbook Assignment: "The Naval Library System," chapter 5, pages 5-9 through 5-19, and "Regulation of Religious Programming," chapter 6, pages 6-1 through 6-40.

IN ANSWERING QUESTIONS 3-1 THROUGH 3-4, SELECT FROM THE FOLLOWING LIST THE DEWEY DECIMAL CLASSIFICATION THAT MATCHES THE SUBJECT TITLE USED AS THE QUESTION.

 A. 100
 B. 300
 C. 500
 D. 800

3-1. Chemistry.

 1. A
 2. B
 3. C
 4. D

3-2. Philosophy.

 1. A
 2. B
 3. C
 4. D

3-3. Plays.

 1. A
 2. B
 3. C
 4. D

3-4. Personnel management.

 1. A
 2. B
 3. C
 4. D

IN ANSWERING QUESTIONS 3-5 THROUGH 3-8, SELECT FROM THE FOLLOWING LIST THE SPINE LABEL THAT SHOULD BE USED FOR THE TYPE OF FICTION BOOK DESCRIBED IN THE QUESTION.

 A. F
 B. M
 C. SF
 D. W

3-5. Old West.

 1. A
 2. B
 3. C
 4. D

3-6. Detective stories.

 1. A
 2. B
 3. C
 4. D

3-7. Alien worlds.

 1. A
 2. B
 3. C
 4. D

3-8. Romance.

 1. A
 2. B
 3. C
 4. D

3-9. On a fiction book, what information should be included on the spine label along with the fiction classification symbol?

 1. Dewey decimal classification
 2. Shelf number
 3. First three letters of the author's name
 4. Author's initials

3-10. Which of the following methods is used for protecting books?

1. Lamination
2. Plastic book jacket
3. Arrangement
4. Environmental control

3-11. A total of how many catalog cards should accompany each fiction book?

1. Five
2. Two
3. Three
4. Four

3-12. What additional information must be typed on nonfiction subject catalog cards?

1. Author
2. Classification
3. Date received
4. Subject heading

3-13. What is the purpose of a library's shelflist?

1. To assist patrons
2. To control the loan of books
3. To keep an official record of the library's holdings
4. To aid in shelving books

3-14. Which of the following items must be included in a library audio tape inventory log?

1. Date of receipt
2. Length of recording
3. Cost
4. Number of times loaned

3-15. The book card prepared for an audio tape should include which of the following items?

1. Cost
2. Tape number
3. Classification code
4. Length of recording

3-16. What publication gives details on plans for libraries of newly constructed ships?

1. NAVEDTRA 38021
2. NAVSEA 0933-LP-005-5050
3. OPNAVINST 9640.1
4. SECNAVINST 9650.2

3-17. What publication outlines procedures for ordering forms used in the naval general library system?

1. NAVSO P-3520
2. NAVSUP 5070.1
3. *GSA Catalog*
4. NPFC Pub 2002

3-18. When more than one file cabinet is used in a religious music library, how should the cabinets be identified, marked, or labeled?

1. By Roman numerals
2. By occasion or event
3. Alphabetically
4. By faith group

3-19. How should the drawers of each cabinet in a religious music library be identified, marked, or labeled?

1. By title
2. By Roman numerals
3. By Arabic numerals
4. By occasion

3-20. As an RP, you will perform most of your duties and tasks and have the greatest responsibilities in which of the following areas?

1. Combatant training
2. Delivering sermons
3. Religious programming
4. Pastoral counseling

3-21. Which of the following factors primarily governs how you should arrange your desk?

1. Location
2. Type of work you do
3. Office routine
4. Rank

3-22. The best office arrangement is the one that most effectively simplifies the work.

1. True
2. False

3-23. Toxic fluids should be properly stored in which of the following ways?

1. On shelves by themselves
2. In filing cabinets
3. In lockers for general use
4. In hazardous gear lockers

3-24. Which of the following methods should you NOT use to service office equipment?

1. Service the equipment yourself
2. Have the equipment serviced according to the service contract with the manufacturer
3. Have the equipment serviced by Navy trained personnel
4. Have the equipment serviced according to the service contract with an individual serviceperson

3-25. Gestures make up what percentage of a message transmitted in spoken words directly between two persons?

1. 20%
2. 30%
3. 45%
4. 55%

3-26. What tool permits chaplains to provide ministry out of the office and avoids having several people wait while others are being seen?

1. Walk-in counseling
2. Appointment counseling
3. Group counseling
4. Deck plate ministry

3-27. Where should a chaplain's appointment schedule be recorded?

1. Secretary's calendar
2. Appointment desk
3. Chaplain's desk calendar
4. RP's calendar

3-28. Of the following individuals, which should maintain the RMF activity calendar?

1. The secretary and the senior RP
2. All RPs assigned to the RMF
3. All RPs and chaplains
4. Only one RMF staff member

3-29. Two RMF activity calendars should be maintained, one for chapel activities and one for nonchapel activities.

1. True
2. False

3-30. At what regular interval should a copy of the RMF activity calendar be provided to the commanding officer?

1. Weekly
2. Biweekly
3. Monthly
4. Quarterly

3-31. A communication is confidential if made to an RP in which of the following situations?

1. Acting in official capacity
2. Off-duty status
3. Acting as a lay reader
4. Acting as the leading petty officer

3-32. Which of the following publications covers the subject of privileged communications?

1. SECNAVINST 1730.7
2. OPNAVINST 1730.1
3. *United States Code*
4. *Manual for Courts-Martial Military Rules of Evidence* (M.R.E.) 503

3-33. You should treat personal information as For Official Use Only material following guidance from what directive?

1. SECNAVINST 1730.7
2. SECNAVINST 5211.5
3. OPNAVINST 1730.1
4. OPNAVINST 5510.1

3-34. Procedures for safeguarding classified information are set forth in what directive?

1. SECNAVINST 5215.1
2. SECNAVINST 5216.1
3. OPNAVINST 5510.1
4. OPNAVINST 5512.1

3-35. Which of the following types of classified material may be stored in the office of the chaplain?

1. Confidential
2. For Official Use Only
3. Secret
4. Top Secret

3-36. Which of the following items is NOT considered to be computer hardware?

1. Printer
2. Monitor
3. dBase
4. Keyboard

3-37. What word processing function would you use to add or delete words?

1. Block
2. Move
3. Print
4. Edit

3-38. Spread sheets are made up of a table of rows and columns of numbers.

1. True
2. False

IN ANSWERING QUESTIONS 3-39 THROUGH 3-42, SELECT FROM THE FOLLOWING LIST THE COMPUTER PROGRAM THAT WOULD BE MOST EFFECTIVE FOR ITS INTENDED USE IN THE RMF AS INDICATED IN THE QUESTION.

A. Spread sheet
B. Desktop publishing
C. Data base management
D. Disk operating system

3-39. Producing newsletters.

1. A
2. B
3. C
4. D

3-40. Maintaining ROFs.

1. A
2. B
3. C
4. D

3-41. Manipulating data.

1. A
2. B
3. C
4. D

3-42. Storing programs.

1. A
2. B
3. C
4. D

3-43. Many problems brought to the chaplain are often the result of human failure in what important area?

1. Work
2. Communication
3. Job skills
4. Religious orientation

3-44. In oral communication if you feel that a message you are trying to send is not being understood, what action should you take first?

1. Repeat the message
2. Disregard the response and keep speaking
3. Listen briefly then resume speaking
4. Stop speaking and get help from another person

3-45. What form should you use to record a message for someone else when receiving oral communication by phone?

1. OPNAV 5216/144A
2. OPNAV 5216/145
3. SF 63
4. SF 78

3-46. Which of the following directives will give you guidance in writing quality correspondence?

1. OPNAVINST 5216.5
2. OPNAVINST 5215.1
3. SECNAVINST 5215.5
4. SECNAVINST 5215.1

3-47. Which of the following publications contains detailed procedures for drafting and typing naval messages?

1. SECNAVINST 5215.1
2. SECNAVINST 1730.7
3. JANAP 133
4. NTP3

3-48. In which of the following publications will you find the correct message address for Commander, Naval Air Force, U.S. Atlantic Fleet?

1. JANAP 133
2. USN PLAD 1
3. SECNAVINST 5216.5
4. NCTC 3

3-49. The procurement, organization, repair, and replacement of material and personnel are known by what term?

1. Personnel management
2. Supply
3. Administration
4. Logistics

3-50. In the field, where should ecclesiastical equipment and supplies be stored?

1. Vestry
2. Mountout box
3. Ecclesiastical gear locker
4. Storage tent

3-51. If you elect to have linens laundered by a commercial cleaner, from what fund would the cleaner be paid?

1. O&M
2. Petty cash
3. Out-of-pocket
4. ROF

3-52. How should vestments used in the RMF be cleaned?

1. Hand washed
2. Machine washed
3. Commercially laundered
4. Dry cleaned

3-53. How would you remove hard, dried wax from candlesticks and candle followers?

1. Reheat the wax with another candle
2. Run hot water over the item to melt the wax
3. Remove the wax with steel wool
4. Remove the wax with a plastic scratch pad

3-54. To remove wax from items that are dry cleaned, pour boiling water through the spotted area of the cloth.

1. True
2. False

3-55. How would you wash individual glass communion cups?

1. In an electric dishwasher
2. Just rinse with cold water
3. Hand wash with warm soapy water
4. Hand wash with cold soapy water

3-56. What should be your main concern before considering a location for divine worship in a combat situation?

1. Altar location
2. Suitable space
3. Time required
4. Chaplain's safety

3-57. Which of the following is NOT considered to be ecclesiastical equipment for use in combat?

1. Paschal candle
2. Jewish chaplain's combat kit
3. Lee aluminum altar
4. Protestant chaplain's combat kit

3-58. What total number of days of supplies should a mountout box contain?

1. 15 days
2. 30 days
3. 45 days
4. 60 days

3-59. Imprest fund purchases may not exceed what dollar amount?

1. $25
2. $50
3. $75
4. $100

3-60. When imprest funds are used to pay a commercial supplier, who should carry the funds and all the forms to the supplier?

1. Any RP
2. The senior RP only
3. The person who picked up the money
4. Contract office personnel

3-61. Items that require inventory control are defined by what term?

1. Plant property
2. Controlled equipage
3. Minor property
4. Special material

3-62. What period of time before an inventory should you place a notice in the POD to advise personnel that services may be reduced?

1. 1 week
2. 2 weeks
3. 30 days
4. 45 days

3-63. Where should your stock items having older shelf lives be stored?

1. On the bottom or back of the shelves
2. In no particular order on the shelves
3. On the top or up front on the shelves
4. On the shelves where items to be surveyed are stored

3-64. A survey board consists of a total of how many persons?

1. Five
2. Two
3. Three
4. Four

3-65. What officer normally approves a completed survey report?

1. Command chaplain
2. Supply officer
3. Survey officer
4. Commanding officer

3-66. In commands within the United States, what officer has the authority to purchase items that are not available nor provided for by the supply system?

1. Commanding officer
2. Command chaplain
3. Executive officer
4. Supply officer

3-67. What publication outlines procedures for ordering material from the Navy supply system?

1. NAVSUP 4490
2. MILSTRIP
3. *GSA Catalog*
4. *DLA Catalog*

3-68. Which of the following forms would be used to make purchases chargeable to your ship's OPTAR?

1. DD 1155
2. DD 1348
3. NAVSUP Form 1154
4. NAVSUP Form 1314

3-69. Which of the following methods provides a way to make small purchases by setting up a charge account with a supplier?

1. Imprest fund
2. Open purchase
3. Blanket purchase agreement
4. Service contract with non-Navy personnel

3-70. Which of the following forms would you use to purchase items from a SERVMART?

1. SF 63
2. DD 1155
3. DD 1155r
4. DD 1348

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(Refer to instructions in front of course)

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